

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04423006
POSITION NO: 200850
POSITION TITLE: _____

DATE POSTED: 03/09/22
CLOSING DATE: 03/02/2022 by 5pm

Education Program Manager

DEPARTMENT NAME / WORKSITE: <u>DODE/Office of Diné Accountability & Compliance/Window Rock, AZ</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ68A</u>
WORK HOURS: <u>8:00a-5:00p</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>63,496.08</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>30.41</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Supervise, direct and organize staff related administrative tasks. Responsible for administrative and program reports, monthly, quarterly and annual reports school operation compliance with applicable federal and tribal requirements, investigation reports; and reauthorization reviews/recommendations. Prepare and administrate program budget. Coordinate, plan and implement technical assistance/training and monitoring of school boards and personnel operation under P.L. 93-638 and P.L. 100-297. Includes oversight school program effecting 33 BIE funded schools. Plan and conduct workshops and presentations to local community school stakeholders. Provide guidance and assist schools with corrective actions and restructuring; school land lease and land withdrawals, new school construction and repair construction projects. Provide guidance, assistance and facilitate required documents through the tribal authorization process for schools converting to contract/grant status. Formulates policies , procedures and recommend new legislation, as needed, or modification of existing education laws, interpret Health, Education & Human Services Committee of the Navajo Nation Council guiding legislation rules and regulations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Education Administration, Education or closely-related field; and five (5) years education administration experience, two (2) years of which must have been in supervisory capacity.

Special Requirements:

- A favorable background investigation.
- Posses a Valid State Driver's License.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Strong knowledge of Navajo & State Education Standards and Policies; State education codes and federal rules and regulations in P.L. 93-738 and P.L. 100-297 and P.L. 95-561. Must have strong knowledge in Technology use of any computers, storage, networking and other physical devices, infrastructure and processes to create, process, store, secure and exchange all forms of electronic data.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.